

CENTRAL CONNECTICUT STATE UNIVERSITY REFRESHMENT POLICY

Situations often arise where prudent judgment and customary business practice indicate that the furtherance of the University's business will be best accomplished by incurring the expense involved as host of refreshments or a business meal.

A. On-Campus Meals:

1. Expenses of breakfast, luncheon, or dinner meetings held on-campus in connection with University business or with the entertaining of guests visiting the University on official business are allowable. Expenditures should be limited to the cost of food only. **The University does not pay for alcoholic beverages.** Luncheon expenses of staff members are usually a personal responsibility; however, reimbursement of meals of employees may be allowed when:
 - (a) The charge is a part of a conference or workshop expense;
 - (b) It is necessary to hold a meeting to carry out official University business which extends through breakfast, lunch, or dinner [N.B. the primary purpose of the meeting may not be the meal];
 - (c) A member of a search committee hosts a candidate for a position. [Refer to *Section [C & D, Search Meals]*];
 - (d) A departmental employee hosts a visiting lecturer, potential donor or other official guest to the University.
2. Ad hoc committee meetings and informal meetings consisting solely of University employees should not include breakfast, luncheon, or dinner expenses except events subsidized by special allocated collective bargaining Faculty Development Funds and/or other restricted monies from a non-University source. For grant-supported payments pre-approval is required by the Grants Office.
3. Beverages [coffee, tea, juice, and soda] may be provided in conjunction with a staff meeting or other business meeting of employees. If the University food service operation is not available or closed, the expense may be processed as a reimbursement to the meeting chair with appropriate approval and source of funding.
4. Recognition events for employees may be hosted by the President, Vice Presidents, Chief Officers, or Deans.

Pre-approval - On-campus Meal Orders: Contact the Student Center Event Services office who will prepare an on-line *Funding Approval Request* [FAR] that requires:

- you briefly explain the circumstances;
- list all attendees and their status [faculty, candidate, visiting lecturer, etc.];
- approval by a Dean, Director or an Administrative Executive as appropriate, and
- source of funding.

As is true for any expenditure of University funds, it will be assumed that approval for meals has been given prudently and with suitable discretion.

B. Off-Campus Meals:

Expenses for breakfast, luncheon, or dinner meetings held off-campus are not allowed and will not be reimbursed or approved for purchase *except* under the following conditions:

1. Events subsidized by special allocated collective bargaining Faculty Development Funds or other restricted monies from a non-University source. For grant-supported payments, pre-approval is required by the Grants Office.
2. When the University food service operation is not available or is closed.

Pre-approval is required for all off-campus meals. Submit an e-mail to Lori Padua, Director of Business Services. Requests should contain the following info:

- briefly explain the circumstances;
- list all attendees and their status [faculty, candidate, visiting lecturer, etc.];
- indicate approval by a Dean, Director or an Administrative Executive as appropriate and copy that person on the e-mail, and
- source of funding.

Once the Director of Business Services approves the request, a University P-Card may be used or if one is not available, an individual may use their personal funds and submit the meal receipt and a Disbursement Form to Accounts Payable for reimbursement.

As is true for any expenditure of University funds, it will be assumed that approval for meals has been given prudently and with suitable discretion.

C. Search Meals - Administrative

When bringing a candidate to campus for interview purposes, in-house meals may be provided under the following conditions:

The maximum number for any in-house meal is four people exclusive of the candidate. Contact the Student Center Event Services Office who will prepare an on-line Funding Approval Request [FAR]. The on-line FAR requires:

- name of candidate,
- dates of meal[s], and
- list fund source as "search meal account".

Menus are available through the University food service vendor.

Off-campus meals with a candidate and the search committee will be reimbursed provided **in-house facilities are not available**. Prior approval and proper documentation/receipts are required. The maximum number for any off-campus search meals is limited to not more than four members of the search committee exclusive of the candidate.

D. Search Meals - Academic:

After the interview, the Candidate Travel Expense Voucher [sample attached] needs to be completed and sent to the Vice President of Academic Affairs for processing. Please do not fill in the account number, the Academic Office will do that.

The candidate's own meals will be reimbursed up to \$25 per day [\$4 for breakfast, \$6 for lunch and \$15 for dinner]. Tips are included in this daily allowance.

If the candidate is going to eat lunch on campus, \$6 is the maximum allowance. S/he can either pay for their lunch and claim it on the Candidates Travel Expense Voucher or arrangements can be made through Event Services or Sodexo. Please have Event Services or Sodexo call the Academic Office to obtain the account number.

Remember the candidate is the only one who can have their lunch paid for and \$6 is the maximum allowance. The \$6 will already be charged to the Candidate Reimbursement Account, so please do not claim it on the Candidate Expense Voucher. If for some reason the candidate's lunch is over \$6, the department will be responsible to make up the difference from their own account.

E. Non-Allowable Expenses:

The University's policy is to provide payment for all reasonable and necessary expenses incurred in transacting University business. There are specific types of expenses which are considered to be of a personal nature:

1. birthday cakes or celebrations
2. holiday luncheon for employees, including honoring of secretaries during Secretary's week
3. office parties
4. employee entertainment, gifts, or donations
5. political events, contributions, or donations

Please keep in mind that business meals/events are subject to close public examination and audit and must be fully necessary and reasonable in all instances. ***Approval by the appropriate executive will certify the necessity and reasonableness of the event.***

Under certain circumstances, it may become necessary that in the best interest of the University, the President may invoke an exception to the above policy.